



UTAH VALLEY UNIVERSITY

Policies and Procedures

Page 1 of 5

1

Proposed Policy Number and Title: 631 Student Evaluations of Faculty and Courses		
Existing Policy Number and Title: 631 Instructor and Course Evaluations		
Approval Process*		
<input type="checkbox"/> Regular	<input type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
x Revision	<input type="checkbox"/> Revision	<input type="checkbox"/> Revision
<input type="checkbox"/> Deletion	<input type="checkbox"/> Suspension	
	Anticipated Expiration Date:	
*See UVU Policy #101 <i>Policy Governing Policies</i> for process details.		

2

3

Draft Number and Date: Stage 4, Board of Trustees Review

4

President's Council Sponsor: Ian Wilson **Ext.** _____

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Policy Steward: Kathren Brown **Ext.** _____

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POLICY APPROVAL PROCESS DATES

Policy Drafting and Revision

Entrance Date: 06/04/2008

University Entities Review

Entrance Date: 02/16/2012

University Community Review

Entrance Date: 02/21/2013

Open Feedback: 02/21/2013

Close Feedback: 03/21/2013

Board of Trustees Review

Entrance Date: 04/18/2013

Approval Date: MM/DD/YYYY

POST APPROVAL PROCESS

Verify:

- ☐ Policy Number
- ☐ Section
- ☐ Title
- ☐ BOT approval
- ☐ Approval date
- ☐ Effective date
- ☐ Proper format of Policy Manual posting
- ☐ TOPS Pipeline and Archives update

Policy Office personnel who verified and posted this policy to the University Policy Manual

Name: _____

Date posted and verified: MM/DD/YYYY

Printed On:
April 22, 2013



UTAH VALLEY UNIVERSITY

Policies and Procedures

Page 2 of 5

POLICY TITLE	Student Evaluations of Faculty and Courses	Policy Number	631
Section	Academics	Approval Date	
Subsection	Faculty	Effective Date	
Responsible Office	Office of the Vice President of Academic Affairs		

1.0 PURPOSE

1.1 Utah Valley University expects teaching excellence. To accomplish this goal, input from students is critical. Student evaluations of faculty and courses are one of several tools used to assist in the annual review, mid-term review, tenure review, and promotion of faculty. In addition, information from student evaluations of faculty and courses are used to help improve the quality of courses taught by a faculty member or the quality of the curriculum offered by the department/college/school.

2.0 REFERENCES

2.1 UVU Policy 635 *Faculty Rights and Professional Responsibilities*

2.2 UVU Policy 637 *Faculty Tenure*

2.3 UVU Policy 638 *Post-Tenure Review*

3.0 DEFINITIONS

3.1 Evaluation instrument: A standard university-wide qualitative and/or quantitative student evaluation of faculty and courses used to help evaluate teaching and courses.

3.2 Faculty Development Committee (FDC): A Faculty Senate committee chaired by a faculty senator with one representative from each academic college/school.

4.0 POLICY

4.1. A standard institution-wide evaluation instrument administered by the Office of Academic Affairs shall be used as one of several tools for the evaluation of all faculty members and courses at Utah Valley University.

4.2 All evaluation instruments shall be collected and used to help assess faculty members and to assist in midterm, tenure, and post-tenure review decisions. Department chairs will utilize input from student

Printed On:
April 22, 2013



UTAH VALLEY UNIVERSITY

Policies and Procedures

Page 3 of 5

evaluations of faculty as one of the factors in considering whether teaching appointments with adjunct faculty and lecturers should be renewed.

4.3 Results of the evaluation instruments are the property of the University and are confidential.

4.4 Aggregates of student evaluations of faculty and courses shall be publically released.

4.5 Evaluation data of specific courses and instructors shall be released to the individual faculty members. The following individuals have access to the faculty member's evaluation results: the faculty member's supervisor/chair, the RTP committee, the dean of the faculty member's college/school, the VPAA or his or her designee, the President, and the Board of Trustees.

4.6 The faculty member has the right to release his or her data to any individual he or she deems appropriate.

4.7 Colleges/schools, departments, and programs shall not use alternative evaluations to replace the efforts of the university-wide evaluation instrument. Departments or faculty wishing to supplement the evaluation instrument must obtain approval from the dean and the Vice President of Academic Affairs (VPAA).

4.8 The University shall develop and implement methods to obtain appropriate student participation in the evaluation instrument. Accommodations will be made for students with disabilities in accordance with Accessibility Services procedures.

5.0 PROCEDURES

5.1 Content of the Evaluation Instrument

5.1.1 Changes to the content of the evaluation instrument shall be determined collaboratively among Faculty Senate, UVUSA, and the VPAA. Replacement of or revisions to the content of any current evaluation instrument shall require the approval of Faculty Senate and the VPAA or his or her designee. The VPAA or his or her designee shall implement the evaluation instrument.

5.1.2 Evaluation instruments may include questions designed to elicit information on students' academic efforts and/or performance in the course.

5.1.3 Evaluation instruments may include questions to gather both qualitative and quantitative data.

5.2 Administration of Evaluations

5.2.1 All faculty, full-time and adjunct, shall be evaluated by students using the evaluation instrument, in all courses taught, regardless of delivery method, every semester. Data shall be consistently gathered each semester, including summer sessions.

5.2.2 Students shall participate in the evaluation process by completing the evaluation or by opting out through official means provided within the evaluation instrument.

Printed On:
April 22, 2013



UTAH VALLEY UNIVERSITY

Policies and Procedures

Page 4 of 5

5.2.3 Faculty may use appropriate methods to encourage full student participation in the evaluation instrument.

5.3 Access to the Evaluation Instrument Results

5.3.1 Results of the evaluation instruments are the property of the University and are confidential. The following individuals have access to the faculty member's evaluation results: the faculty member, the faculty member's supervisor/chair, the RTP committee, the dean of the faculty member's college/school, the VPAA or designee, the President, and the Board of Trustees. The faculty member may release his or her evaluation results to any institutional entity.

5.3.2 Non-supervisory personnel, excluding appropriate Information Technology (IT) personnel, shall have access to an individual faculty member's evaluation results only upon written and dated permission from the faculty member.

5.3.3 IT personnel who have access to the evaluation results as part of their duties shall treat data with confidentiality.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity



Utah Valley University
Policies and Procedures

Title	Instructor and Course Evaluations	Number	631
Section	Academics	Approval Date	Jun 14, 1993
Subsection	Faculty	Effective Date	Jun 14, 1993

I. Policy

- A. The faculty of the institution are to be assisted in the efficiency and effectiveness of their teaching by being given feedback from students on regular, periodic evaluations of the faculty members' courses and teaching behaviors. Information provided by these evaluations may also be used to document the faculty members' professional responsibility performance and to assist in tenure decisions.
- B. First and second year faculty will be evaluated in two or more classes each semester. All faculty will be evaluated by students at least one semester per year in at least two classes/laboratories/shops.
- C. A standard institution wide evaluation instrument will be used for the evaluation. This instrument will collect information considered most relevant to the teacher's performance, the teacher's course organization, and the teacher's professional responsibility. Room will be provided to evaluate a small number of teacher or department concerns.
- D. Results of faculty/course evaluations will be treated with great confidentiality. The department chair will conduct at least a yearly appraisal interview with each faculty member using the faculty/course evaluation as one of the evidences of instructor performance and as a basis for goal setting. In addition, the chair will prepare a written evaluation and review it with each faculty member annually.